

COMMONWEALTH OF PENNSYLVANIA

OFFICE OF ATTORNEY GENERAL

**CRIMINAL HISTORY RECORD
INFORMATION ACT HANDBOOK**

Revised Electronic Edition

Third Publication

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Cite as: CHRIA HANDBOOK, Third (July, 2001)
Second Publication April, 1998 First Publication July, 1995
Revised Electronic Website Publication, May 2004
First Electronic Website Publication, July 2001

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CHAPTER I

INTRODUCTION

1.1 Background

Chapter 91 of the Crimes Code of Pennsylvania and Pennsylvania Consolidated Statutes Annotated, 18 Pa. C.S.A. § 9101 et. seq., the Criminal History Record Information Act ("Act"), was adopted in January of 1980. The Act applies to any person or agency of the Commonwealth, or its political subdivisions, which collects, maintains, disseminates or receives criminal history record information. The purpose of Act is to provide for an orderly collection and dissemination of criminal history information in the Commonwealth. The Act sets forth procedures for reporting arrest, fingerprinting, final disposition and expungement. Also included in the Act are guidelines for the collection and dissemination of intelligence, investigation and treatment information known as "protected information."

The Act went virtually unchanged until December of 1990 when it was amended. At the same time Section 9106, dealing with automated systems and protected information, was expanded. These changes can be found in 18 Pa. C.S.A. § 9106 (supp. 1994). Chapter 601 of The Pennsylvania Code, 37 Pa. Code § 601.1 et. seq., was adopted in April of 1991 which clarified the restrictions and requirements for placing protected information in automated systems.

The Regulatory Compliance and Intelligence Section of the Office of Attorney General has specific authority through the Criminal History Records Information Act ("CHRIA") Unit to perform the duties legislated by the Act and delegated to the Attorney General by Chapter 91. These duties include audit and sanction functions to develop accurate and complete criminal records system in the Commonwealth. It is important that each agency recognize its role and responsibilities under the Act and that an efficient method of communication is established between agencies to ensure timely access to the criminal history records data. The CHRIA Unit is charged with the responsibility to advise, assist and educate agencies to achieve these goals.

1.2 Definitions

Administration of Criminal Justice - The activities directly concerned with the prevention, control or reduction of crime, the apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision or rehabilitation of accused persons or criminal offenders; criminal identification activities; or the collection, storage, dissemination or usage of criminal history record information.

AFIS - Automated Fingerprint Identification System.

AOPC - Administrative Office of Pennsylvania Courts.

Audit -The process of reviewing compliance with applicable Federal and State laws and regulations related to the privacy and security of criminal history record information.

Automated Systems - A computer or other internally programmed device capable of automatically accepting and processing data, including computer programs, data communication links, input and output data and data storage devices.

C/C - Clerk of Courts.

CCH - Computerized Criminal History.

Central Repository - The central location for the collection, compilation, maintenance and dissemination of criminal history record information by the Pennsylvania State Police.

CHR - Criminal History Record.

CHRI - Criminal History Record Information.

CHRIA - Criminal History Record Information Act.

CJA - Criminal Justice Agency.

CLEAN - Commonwealth Law Enforcement Assistance Network. A computer system maintained by the Pennsylvania State Police to store information on offenses throughout the Commonwealth.

Criminal History Record Information - Information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising therefrom. The term does not include intelligence information, investigative information or treatment information, including medical and psychological information, or information and records specified in Section 9104 (relating to scope).

Criminal Justice Agency - Any court, including the minor judiciary, with criminal jurisdiction or any other governmental agency, or subunit thereof, created by statute or by the State or Federal constitutions, specifically authorized to perform a substantial portion of its annual budget to such function. Criminal justice agencies include, but are not limited to: organized State and municipal police departments, local detention facilities, county regional and State correction facilities, probation agencies, district or prosecuting attorneys, parole boards, pardon boards and such agencies or subunits thereof, as are declared by the Attorney General to be criminal justice agencies as determined by a review of applicable statutes and the State and Federal constitutions or both.

Dissemination - The oral, written or electronic transmission or disclosure of criminal history record information to individuals or agencies other than the criminal justice agency which maintains the information.

Expunge - (1) To remove information so that there is no trace or indication that such information existed; (2) To eliminate all identifiers which may be used to trace the identity of an individual, allowing remaining data to be used for statistical purposes.

Final Disposition - Information indicating that criminal proceedings have been concluded, including information disclosing that police have elected not to refer a matter for prosecution, that a prosecuting authority has elected not to commence criminal proceedings or that a grand jury has failed to indict and disclosing the nature of the termination of the proceedings; or information disclosing that proceedings have been indefinitely postponed and also disclosing the reason for such postponement. Dispositions of criminal proceedings in the Commonwealth shall include, but not be limited to, acquittal, acquittal by reason of insanity, pretrial probation or diversion, charge dismiss, guilty plea, nolle prosequi, no information filed, nolo contendere plea, convicted, abatement, discharge under rules of the Pennsylvania Rules of Criminal Procedure, demurrer sustained, pardoned, sentence commuted, mistrial-defendant discharged, discharge from probation or parole or correctional supervision.

Intelligence Information - Information concerning the habits, practices, characteristics, possessions, associations or financial status of any individual compiled in an effort to anticipate, prevent, monitor, investigate or prosecute criminal activity. Notwithstanding the definition of "treatment information" as its principal function the administration of criminal justice, and which allocates contained in this section, intelligence information may include information on prescribing, dispensing, selling, obtaining or using a controlled substance as defined in the act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance Drug Device and Cosmetic Act.

Investigative Information - Information, assembled as a result of the performance of any inquiry, formal or informal, into a criminal incident or an allegation of criminal wrongdoing and may include modus operandi information.

NCIC - National Crime Information Center. A computerized system run by the Federal Bureau of Investigation in order to track offenses throughout the United States.

OAG - Office of Attorney General.

OCA - Originating Agency Case Number.

ORI - Originating Agency Identifier. A number given to each agency by the Pennsylvania State Police in order to track those agencies submitting information to the central repository.

OTN - Offense Tracking Number. A number given by a court to each specific case.

Police Blotter - A chronological listing of arrests, usually documented contemporaneous with the incident, which may include, but is not limited to, the name and address of the individual charged and the alleged offenses.

Protected Information - Protected Information includes three types of information - Intelligence Information, Investigative Information and Treatment Information. Refer to these definitions.

Repository - Any location in which criminal history record information is collected, compiled, maintained and disseminated by a criminal justice agency.

PSP - Pennsylvania State Police.

Rap Sheet - History of individual criminal record.

SID - State Identification Number.

Treatment Information - Information concerning medical, psychiatric, psychological or other rehabilitative treatment provided, suggested or prescribed for any individual charged with or convicted of a crime.

1.3 What are Criminal Justice Agencies (18 Pa. C.S.A. § 9102)

Criminal Justice agencies are defined by the Act in Section 9102. They are:

1. Any court including the minor judiciary.
Note: The court must have criminal jurisdiction.
2. Governmental agency or subdivision thereof,
 - a) Must be created by state or federal constitution and authorized to perform as its primary function the administration of criminal justice. It must also allocate a substantial portion of its annual budget to this function.
3. Agencies determined to be criminal justice agencies by the Office of Attorney General after review of applicable statutes.

Criminal justice agencies include:

- Pennsylvania State Police
- Municipal Police Departments
- County, Regional and State Correctional Facilities
- Probation Agencies
- District Attorneys
- Office of Attorney General
- Parole Boards
- Pardon Boards
- Sheriffs
- County Detectives
- Clerk of Courts
- College and University Police, Act 120 certified
- Housing Authority Police
- Transit Police

At the time of the publication of this handbook there were approximately 2,790 criminal justice agencies in Pennsylvania. Chart 1, Criminal Justice Agencies, shows the approximate break-down according to type of agency as of December, 1997.

1.4 What is Criminal History Record Information (18 Pa. C.S.A. § 9102)

Criminal History Record Information is information collected by criminal justice agencies concerning individuals at the initiation of a criminal proceeding. Chart 2, Criminal History Record Information, outlines what is and what is not criminal history record information. The chart reflects that original records chronologically entered contemporaneously with the incident are classified separately. The reason for this is that this information only needs to comply with Subsection B (relating to completeness and accuracy), Subsection D (relating to security) and Subsection F (relating to individual right of access and review) of the Act. Criminal History Record Information can be contained on "rap sheet," photograph "mug shot," fingerprint cards, and reports. This is not a complete list but some of the more common places to find criminal history record information.

CHAPTER II

PROTECTED INFORMATION

2.1 Protected Information (18 Pa. C.S.A. § 9106)

Section 9106 of the Act pertains to protected information and automated systems. While this information may be compiled in conjunction with the investigation and prosecution of individuals engaged in criminal activity the method of collection and dissemination is distinct from the collection and dissemination of criminal history record information.

Protected information, compiled in and out of automated systems is the general description of specific categories of information, namely intelligence, investigative and treatment information.

Intelligence information, is information concerning the habits, practices, characteristics, possessions, associations or financial status of any individual compiled in an effort to anticipate, prevent, monitor, investigate or prosecute criminal activity.

Intelligence information may also include information on prescribing, dispensing, selling, obtaining or using a controlled substance as defined in the Controlled Substance, Drug Device and Cosmetic Act, 35 P.S. § 780-102. As will be shown, intelligence information is treated somewhat differently than investigative and treatment information.

Investigative information is information assembled as a result of the performance of any inquiry, formal or informal, into a criminal incident or an allegation of criminal wrongdoing and may include modis operandi information.

Treatment information is information concerning medical, psychiatric, psychological or other rehabilitative treatment provided, suggested or prescribed for any individual charged with or convicted of a crime.

As a general rule, intelligence, investigative and treatment information should not be collected in the central repository because of this type of information is considered protected. The prohibition does not preclude the collection in the central repository of names, words, numbers, phrases or other similar index keys to serve as indices to investigative reports.

2.2 Collection (18 Pa. C.S.A. § 9106)

Collection of protected information can be manual or automated. A manual collection system is when the criminal justice agency opts for the manual collection of protected information. When the criminal justice agency utilizes an automated system (i.e., computer or word processor), for the collection, analysis or dissemination of protected information the following restriction and regulations need to be followed. (See Chart 3, Collection of Protected Information, for a comparative breakdown in requirements for intelligence, investigative and treatment information). In order to place intelligence information in an automated system, the agency must:

Have reasonable suspicion of criminal activity.

Restrict access to authorized employees of the criminal justice agency. The system must not allow access by anyone else, inside or outside the agency.

Make certain information is related to a possible misdemeanor or felony (or federal offense with a penalty in excess of one year in prison).

Categorize the information by subject matter.

Not be collected information in violation of state law.

Not collect information concerning participation in a political, religious or social organization or participation in the organization or support of any nonviolent form of public speech unless there is a reasonable suspicion that it is related to criminal activity or a prison rule violation.

Investigative, treatment information may be placed in an automated system if:

Access must be restricted to authorized employees of the criminal justice agency. The system must not allow access by anyone outside the agency.

2.3 Dissemination of Protected Information (18 P.S. § 9106)

Dissemination of protected information is permitted when:

An authorized intelligence officer determines that the information is reliable.

The requesting agency has policies and procedures reviewed or adopted by the Office of Attorney General in consultation with the Pennsylvania State Police, (See Attachment 1, Sample Policy and Procedures for Dissemination of Protected Information).

The agency must appoint an intelligence officer.

The agency must adopt technical and physical safeguards, including an audit trail for tracking the disseminated information.

The agency must label information to indicate level of sensitivity and confidence.

The information must be requested in connection with the agency's duties and based on an identifying characteristic. (See Chart 4, Dissemination of Protected Information).

If an intelligence officer is notified that previously disseminated intelligence information is misleading or unreliable, the information must be corrected and the recipient(s) must be notified of the change in either automated or manual systems.

Retention schedules regarding date of inclusion, receipt, or dissemination are needed for intelligence information either in an automated or manual system. Intelligence information shall be purged under the following conditions:

The data is no longer relevant or necessary to the goals and objectives of the criminal justice agency.

The data has become obsolete, making it unreliable for present purposes and the utility of updating the data would be worthless.

The data cannot be utilized for strategic or tactical intelligence studies.

If a police department or district attorney accesses automated information, procedures need to be filed with the following agencies:

Police departments shall file plans with the Pennsylvania State Police.

District attorneys shall file plans with the Office of Attorney General.

Investigative and treatment information shall not be disseminated to any department, agency or individual unless the department, agency or individual requesting the information is a criminal justice agency which requests the information in

connection with its duties, and the request is based upon a name, fingerprints, modus operandi, genetic typing, voice print or other identifying characteristic. A careful reading of Section 9106(c)(4) highlights the level of concern that should be given to accessing and disclosing information which may be considered relevant to an investigation. Careful thought should be given prior to disclosure of such information as well as the completion of appropriate disclosure (dissemination) logs.

Secondary dissemination of information received through a formal inquiry of all types of protected information by the receiving criminal justice agency is prohibited. A criminal justice agency which possesses information protected by this section, but which is not the source of the information, shall not disseminate or disclose the information to another criminal justice agency but shall refer the requesting agency to the agency which was the source of the information. This prohibition shall not apply if the agency receiving the information is investigating or prosecuting a criminal incident in conjunction with the agency possessing the information. Agencies receiving information protected by this section assume the same level of responsibility for the security of such information as the agency which was the source of the information.

Criminal justice agencies maintaining intelligence information, investigative information or treatment information must enter, as a permanent part of an individual's information file, a listing of all persons and agencies to whom they have disseminated that particular information, the date of the dissemination and the purpose for which the information was disseminated. This listing shall be maintained separate from the record itself.

Attachment 1 is a sample of policy and procedure for dissemination and receipt of protected information required by Section 9106(c) (5) or (6). Attachment 2 is a sample dissemination request/agency certification form; Attachment 3 is a sample dissemination log. Criminal justice agencies should adopt policies and procedures as well as dissemination certification and log reports to comply with the Act. Adoption of those sample forms for use by your agency is acceptable provided they are appropriately modified for use by your agency, which includes setting forth the specific department and officer(s), as required by the statute.

2.4 Security Requirements (18 Pa. C.S.A. § 9106)

Every criminal justice agency collecting, storing or disseminating intelligence information, investigative information or treatment information shall insure the confidentiality and security of such information by providing that, wherever such information is maintained, a criminal justice agency must:

Institute procedures to reasonably protect any repository from theft, fire, sabotage, flood, wind or other natural or manmade disasters;

Select, supervise and train all personnel authorized to have access to intelligence information, investigative information or treatment information;

Insure that, where computerized data processing is employed, the equipment utilized for maintaining intelligence information, investigative information or treatment information is dedicated solely to purposes related to the administration of criminal justice or, if the equipment is not used solely for the administration of criminal justice, the criminal justice agency is accorded equal management participation in computer operations used to maintain the intelligence information, investigative information or treatment information. (See Chart 5, Security of Protected Information).

CHAPTER III

COMPLETENESS AND ACCURACY

3.1 Fingerprinting and Criminal History Record Information (18 Pa. C.S.A. § 9112)

The single most important aspect of compiling criminal history record information is the fingerprinting process. When this process breaks down criminal history record information is not accurately recorded in the central repository (CLEAN) or the federal (NCIC) system. Historically, disclosures related to the collection of fingerprint data confirm the statewide difficulty in compiling accurate fingerprint information. Problems include fingerprints not being taken or ordered when fingerprintable offenses occur. Lost fingerprint records and unreadable prints are just a few of the problems facing the development of a reliable criminal records system in the Commonwealth.

The fingerprint process is depicted in Chart 6. The arresting agency must complete a minimum of three (3) fingerprint cards. One (1) card is sent to the FBI (NCIC), one (1) is for the Pennsylvania State Police (central repository). The agencies must have an offense tracking number (OTN) supplied by the court prior to the submission of the fingerprint cards. When private criminal complaints for a felony or misdemeanor result in a conviction, or when certain offenses under Section 3929 relating to retail theft are proceeded against by summons, the court must order the defendant to submit himself for fingerprinting by the municipal police department of jurisdiction or the Pennsylvania State Police. Failure of the court to order printing of this individual and for the arresting agency to follow through on this order is one of the reasons for poor criminal history record keeping in the Commonwealth. Guidelines for Mandatory Fingerprinting and Preparation of Pennsylvania State Police Cards, dated January 1, 1995, was prepared by the Pennsylvania State Police and is available from the Pennsylvania State Police Records Division.

All fingerprint cards or live scan images taken by criminal justice agencies must be submitted to the central repository within forty-eight (48) hours. Once the fingerprint cards or images arrive at the central repository, the prints are placed into the AFIS system. In this system, prints are classified and identification is made. Also at this stage, any latent prints that have been submitted to the central repository for possible comparison are compared to the newly obtained prints. An updated criminal history record information report is sent back to the arresting agency. Once classification has been made and positive identification has been obtained, the FBI card is sent to the FBI and the Pennsylvania State Police card is placed in the criminal jacket in the central repository.

The computerized information is now stored in the computerized criminal history database which is accessed by the statewide CLEAN terminals. This is where criminal justice agencies can now obtain the most updated "rap sheet" on a particular individual.

3.2 Disposition and Criminal History Record Information (18 Pa. C.S.A. § 9113)

All criminal justice agencies must submit to the central repository reports of dispositions occurring within their agencies for criminal history record information. This must be done within ninety (90) days of disposition as outlined in Section 9113 of the Act and as shown on Chart 7, Final Disposition. Various agencies have specific responsibilities regarding criminal history record information which they may possess, and consequently, are required to pass along to the central repository. Set forth below is a synopsis of those agencies and their areas of responsibility.

Courts, including the minor judiciary, will report their final dispositions to the Administrative Office of the Pennsylvania Courts, who will then submit final dispositions for this group to the central repository. This should be the primary mechanism for final criminal court case dispositions for processing in the central repository. County and regional state correctional institutions shall collect and submit information regarding the admission, release and length of sentence of individuals sentenced to local and county institutions to the Pennsylvania Bureau of Corrections which submits this information to the central repository.

County probation and parole officers shall collect and submit information relating to the length of time and charge for which an individual placed under and released from the jurisdiction of such agency to the Pennsylvania Board of Probation and Parole which will submit this information to the central repository. The Pennsylvania Board of Pardons shall collect and submit to the central repository information necessary to maintain complete and accurate criminal history record information that may be in their possession.

Police, county detectives, sheriffs and other arresting law enforcement agencies must still submit final dispositions to the central repository. Green final disposition cards are no longer forwarded to the Federal Bureau of Investigation.

3.3 Correction Information (18 Pa. C.S.A. § 9114)

The discovery in inaccurate criminal history record information by the criminal justice agency which reported the information shall within fifteen (15) days of the detection of the inaccurate data correct the information by:

Correcting its own records.

Notifying all recipients, including the central repository, of the inaccurate data and required correction.

CHAPTER IV

DISSEMINATION OF

CRIMINAL HISTORY RECORD INFORMATION

4.1 General Regulations (18 Pa. C.S.A. § 9121)

Section 9121 of the Act regulates how criminal history record information is to be disseminated. These regulations are not to be confused with the dissemination of protected information discussed in Chapter II. The general rules of criminal history record information dissemination are listed here and shown on Chart 8, Dissemination of CHRI.

All criminal justice agencies shall disseminate criminal history record information to any other criminal justice agency or a noncriminal justice agency that is providing a service for which a criminal justice agency is responsible. This shall be done without a fee.

Only state or local police departments shall disseminate criminal history record information to noncriminal justice agencies and individuals. This shall be done only upon request. These agencies may charge a fee for each request. The fee shall be set by the Office of Attorney General, which is currently \$10. Before the state and local police departments disseminate criminal history record information to noncriminal justice agencies and individuals, it shall extract from the record all notations of arrest, indictments, or other information relating to the initiation of criminal proceedings when three (3) years have elapsed from the date of arrest, no conviction has occurred, and no proceedings are pending seeking a conviction.

Every criminal justice agency that disseminates criminal history record information must indicate to the recipient that the criminal history record information it disseminates only that which is contained. (See Attachment 4, Sample Criminal History Record Information Notice of Dissemination). It should be stressed that the Act only obligates criminal justice agencies to disseminate that criminal history record information contained in their own files.

All criminal justice agency repositories of criminal history record information must inform the public and post a notice in a public place of the existence, purpose, use, and accessibility of the criminal history record information they maintain. The notice shall also state the agency's identification requirements for individual access and review of criminal records which will be discussed in Chapter VII (See Attachment 5, Sample Public Notice).

4.2 Expungements (18 Pa. C.S.A. § 9122)

Expungement of criminal records is covered by Section 9122 of the Act (See Chart 9, Expungements). Most of the confusion arises as a result of the variety of interpretations given to the meaning of an expungement order and the execution of that order by the appropriate agency(ies). Rule 9017 of Title 234 - Rules of Criminal Procedure - outlines those points to be covered in an expungement order. (See Attachment 6). Even in this set of criteria, although not appearing in the text of Rule 9017, logic would dictate that an expungement order, to be effective, includes a tactic obligation to notify all criminal justice agencies to whom criminal history record information has been disseminated of its obligation to expunge.

Criminal history record information shall be expunged in a specific criminal proceeding when:

No disposition has been received or, upon request for criminal history record information, no disposition has been recorded in the repository within eighteen (18) months after date of arrest. The court of proper jurisdiction must certify to the Director of the repository that no disposition is available and no action is pending.

A court order requires non-conviction data expunged. Generally, criminal history record information may be expunged when the subject of the information reaches 70 years old and has been free of arrest or prosecution for ten (10) years following final release from confinement or supervision. Also, if an individual has been dead for three (3) years the criminal history record information may be expunged.

The Act calls for other requirements when dealing with expungements. The prosecuting attorney and the central repository shall, and a court may, maintain a list of the names of other criminal history record information of persons whose records are required by law or court to be expunged where the individual has successfully completed the conditions of any pre-trial or post-trial diversion or probation program. This information shall be used solely for the purpose of determining subsequent eligibility for such programs.

Notices of expungements shall be submitted promptly to the central repository which shall notify all criminal justice agencies that received the criminal history record information to be expunged.

The court shall give ten (10) days prior notice to the district attorney of the county where the original charges were filed of any application for expungement where court order requires non-conviction data to be expunged.

It should be noted that some criminal history record information that you may believe should be expunged is generally exempt by the Act. These exemptions, found in Section 9104 and on Chart 2, include: police blotters; press releases; documents filed in court or maintained by a court; and all records compiled chronologically.

4.3 Juvenile Records (18 P.S. § 9123)

Juvenile records should be expunged wherever they are kept when:

A complaint that has been filed is not substantiated or the petition is dismissed by the court.

Six (6) months have elapsed since the final discharge of the person from supervision under a consent decree and no proceeding seeking adjudication or conviction is pending.

Five (5) years have elapsed since the final discharge of the person from commitment, placement, probation or any other disposition and referral and since such final discharge, the person has not been convicted of a felony, misdemeanor or adjudicated delinquent and no proceeding is pending seeking such conviction or adjudication.

The individual is 18 years of age or older, the Commonwealth's attorney consents to the expungement and a court orders the expungement after consideration of certain factors, including:

The type of offense;

The individual's age, history of employment, criminal activity and drug and alcohol problems;

Adverse consequences the individual may suffer if his records are not expunged;

Whether the record should be retained due to public safety.

The court shall give notice of the applications for the expungement of juvenile records to the prosecuting attorney.

All records of children alleged to be or adjudicated dependent may be expunged upon court order after the child is 21 years of age or older.

See Attachment 8, for 1996 legislative changes to the Juvenile Act regarding juvenile criminal history record information.

4.4 Use By Licensing Agencies (18 Pa. C.S.A. § 9124)

Section 9124 directs state licensing agencies to consider convictions of an applicant of crimes but the convictions alone shall not preclude the issuance of the license, certificate, registration, or permit. The following information should not be used in consideration of an application for a license, certificate, registration, or permit:

Records of arrest if there is no conviction of a crime based on the arrest.

Convictions which have been annulled or expunged.

Convictions of a summary offense.

Convictions for which the individual received a pardon from the Governor.

Convictions which do not relate to the applicant's suitability for the license, certificate, registration or permit.

The applicant can be denied the license, certificate, registration or permit if:

The applicant has been convicted of a felony.

The applicant has been convicted of a misdemeanor which relates to the trade, occupation or profession for which the license, certificate, registration or permit is sought. The applicant shall be notified in writing if the decision to not issue the license, certificate, registration or permit that prohibits the applicant from practicing is based in whole or part on convictions of any crime.

4.5 Use For Employment (18 Pa. C.S.A. § 9125)

Section 9125 allows potential employers to use criminal history record information in the hiring process. Felony and misdemeanor convictions may be considered only to the extent to which they relate to the applicant(s) suitability for employment in the position for which he has applied. As in the previous section, the applicant shall be notified in writing if the decision not to hire is based in whole or part on criminal history record information.

CHAPTER V

SECURITY

5.1 Criminal History Records Information Act Mandates (18 Pa. C.S.A. § 9131)

Every criminal justice agency collecting, storing or disseminating criminal history record information shall ensure the confidentiality and security of criminal history record information by providing that wherever such information is maintained, a criminal justice agency must:

Institute procedures to reasonably protect any repository from theft, fire, sabotage, flood, wind or other natural or manmade disasters.

Select, supervise and train all personnel authorized to have access to criminal history record information.

Ensure that, where computerized data processing is employed, the equipment utilized for maintaining criminal history record information is solely dedicated to purposes related to the administration of criminal justice or, if the equipment utilized for maintaining criminal history record information is solely dedicated to purposes related to the administration of criminal justice or, if the equipment is not used solely for the administration of criminal justice, the criminal justice agency shall be accorded equal management participation in computer operations used to maintain the criminal history record information.

The requirements for the protection of criminal history record information are the same as the security of protected information. (See Chart 5, Security of Protected Information). Take caution not to confuse this issue. They are separate requirements.

CHAPTER VI

AUDIT

6.1 Audits (18 Pa. C.S.A. § 9141)

The Criminal History Record Information Act requires the Office of Attorney General to conduct an annual audit of the central repository and a representative sample of all repositories, included in these audits is a review of criminal justice agency automated systems.

The Act also calls for the Pennsylvania State Police to conduct annual audits of at least 5% of all municipal police departments' plans, policies, or procedures which are implemented under Section 9106(c) of the Act. These are not on-site audits. They are a review of the plans. A copy of the Pennsylvania State Police findings shall be submitted to the Office of Attorney General.

The Office of Attorney General conducts two (2) types of on-site CHRIA audits. Both methods utilize a statistical random case/agency selection formula. Criminal case files at the district justice or bail commissioner/municipal court level are used as the sample. The criminal history record information obtained from these files are then compared to the criminal history record information in other criminal justice agencies. The purpose of this audit is to check the completeness and accuracy of the State Criminal History Record Systems.

The next method of the CHRIA audit is done on-site by Special Agents of the Office of Attorney General, Regulatory Compliance Intelligence Section, CHRIA Unit. The agents will meet with the appropriate supervisory personnel of an agency and complete a questionnaire with that official. The data gathered is then analyzed for statistical comparison purposes.

These agents will need to talk with appropriate agency officials and records personnel. They will ask to tour the areas of your agency where fingerprint files, criminal history files and computer terminals that can access State Central Repository and/or protected information are located. They may desire to observe your agency's procedures for completing arrest and custodial fingerprint cards.

When the audit has been completed, the Office of Attorney General prepares a written and computerized audit report setting out findings and any appropriate recommendations. The report is submitted to the agency for comments before it is prepared in final form.

6.2 Regulations (18 Pa. C.S.A. § 9152)

It is the duty of the Office of Attorney General, in consultation with the Pennsylvania State Police, to adopt rules and regulations pertaining to the Criminal History Record Information Act. The Office of Attorney General has the power and authority to promulgate, adopt, publish and use guidelines to implement the Act. The Attorney General shall also: Establish rules and regulations for criminal history record information with respect to security, completeness, accuracy, individual access and review, quality control and audits of repositories.

Establish the maximum fees which may be charged for the costs of reproducing criminal history record information for the individual access and review for research or statistical purposes and for access by noncriminal justice agencies and individuals.

Make investigations concerning all matters touching the administration and enforcement of this chapter and the rules and regulations promulgated thereunder.

Institute civil proceedings for violations of this chapter and the rules and regulations adopted thereunder.

Conduct annual audits of the central repository and of a representative sample of all repositories within the Commonwealth, collecting, compiling, maintaining and disseminating criminal history record information.

Appoint such employees and agents as it may deem necessary.

While this section outlines the authority for the issuance of regulations, including a notation regarding the institution of civil proceedings (See Handbook Section 8.2), we would be remiss if we did not point out the potential criminal liability may attach for violations of various sections of the Act (See Handbook Section 8.3).

CHAPTER VII

RIGHT OF ACCESS AND REVIEW

7.1 Right of Access and Review (18 Pa. C.S.A. § 9151)

Any individual or his legal representative has the right to review, challenge, correct and appeal the accuracy and completeness of his criminal history record information. Prisoners incarcerated in correctional facilities and institutions may authorize a correctional employee to obtain a copy of their criminal history record information for the purpose of review, challenge and appeal. As noted in Handbook Section 4.1, the agency must post a public notice regarding its identification requirements (See Attachment 5, Sample Public Notice). The following explains the procedure utilized in the review, challenge, and appeal process.

7.2 Rules and Regulations (18 Pa. C.S.A. § 9152)

The Attorney General in cooperation with appropriate criminal justice agencies shall promulgate rules and regulations to implement this section and shall establish reasonable fees.

7.3 Requests for Information (18 Pa. C.S.A. § 9152)

Any individual requesting to review his or her own criminal history record information shall submit proper identification to the criminal justice agency which maintains his or her record. Proper identification shall be determined by the officials of the repository where the request is made. If criminal history record information exists the individual may review a copy of such information without undue delay for the purpose of review and challenge.

7.4 Challenge to Accuracy (18 Pa. C.S.A. § 9152)

The individual may challenge the accuracy of his or her criminal history record information by specifying which portion of the record is incorrect and what the correct version should be. Failure to challenge any portion of the record in existence at that time will place the burden of proving the inaccuracy or any part subsequently challenged upon the individual. Information subsequently added to such record is also subject to review, challenge, correction or appeal.

7.5 Review of Challenge (18 P.S. § 9152)

All criminal justice agencies have sixty (60) days to conduct a review of any challenge and shall have the burden of proving the accuracy of the record. If the challenge is valid, the appropriate officials must ensure that:

- (1) The criminal history record information is corrected;
- (2) A certified and corrected copy of the criminal history record information is provided to the individual;

- (3) Prior erroneous criminal history record information disseminated to criminal justice agencies is destroyed or returned and replaced with correct information;
- (4) The individual is supplied with the names of those noncriminal justice agencies and individuals which have received erroneous criminal history record information.

7.6 Appeals (18 Pa. C.S.A. § 9152)

- (1) If the challenge is ruled invalid, an individual has the right to appeal the decision to the Attorney General within thirty (30) days of notification of the decision by the criminal justice agency.
- (2) The Attorney General has the authority to conduct administrative appeal hearings in accordance with the Administrative Agency Law.
- (3) The decision of the Attorney General may be appealed to the Commonwealth Court by an aggrieved individual.

CHAPTER VIII

SANCTIONS

8.1 General Administrative Sanctions (18 Pa. C.S.A. § 9181)

Any person, including any agency or organization, who violates the provisions of this chapter or any regulations or rules promulgated under it may:

- (1) Be denied access to specified criminal history record information for such period of time as the Attorney General deems appropriate.
- (2) Be subject to civil penalties or other remedies as provided for in this chapter.
- (3) In the case of an employee of any agency who violates any provision of this chapter, be administratively disciplined by discharge, suspension, reduction in grade, transfer or other formal disciplinary action as the agency deems appropriate.

8.2 Civil Actions (18 Pa. C.S.A. § 9183)

The Attorney General or any other individual or agency may institute an action in a court of proper jurisdiction against any person, agency or organization to enjoin any criminal justice agency, noncriminal justice agency, organization or individual violating the provisions of the Act or to compel such agency, organization or person to comply with the provisions of this chapter.

Any person aggrieved by a violation of the provisions of the Act or of the rules and regulations promulgated under this chapter, shall have the substantive right to bring an action for damages by reason of such violation in a court of competent jurisdiction.

A person found by the court to have been aggrieved by a violation of the Act or the rules or regulations promulgated under this chapter, shall be entitled to actual and real damages of not less than \$100 for each violation and to reasonable costs of litigation and attorney's fees. Exemplary and punitive damages of not less than \$1,000 nor more than \$10,000 shall be imposed for any violation of this chapter, or the rules or regulations adopted under the Act, found to be willful.

8.3 Criminal Actions

Certain criminal sanctions may also be brought if the Act is violated.
Sanctions include but are not limited to:

- 18 Pa. C.S.A. § 3933 - Unlawful Use of Computer
- 18 Pa. C.S.A. § 4911 - Tampering with Public Records or Information
- 18 Pa. C.S.A. § 5101 - Obstructing Administration or Law
or Other Governmental Functions
- 18 Pa. C.S.A. § 5741 - Unlawful Access to Stored Communications

Attachment 7, Criminal Sanctions, reproduces the above references in full.

CRIMINAL JUSTICE AGENCIES

Total C.J.A. - 2,790

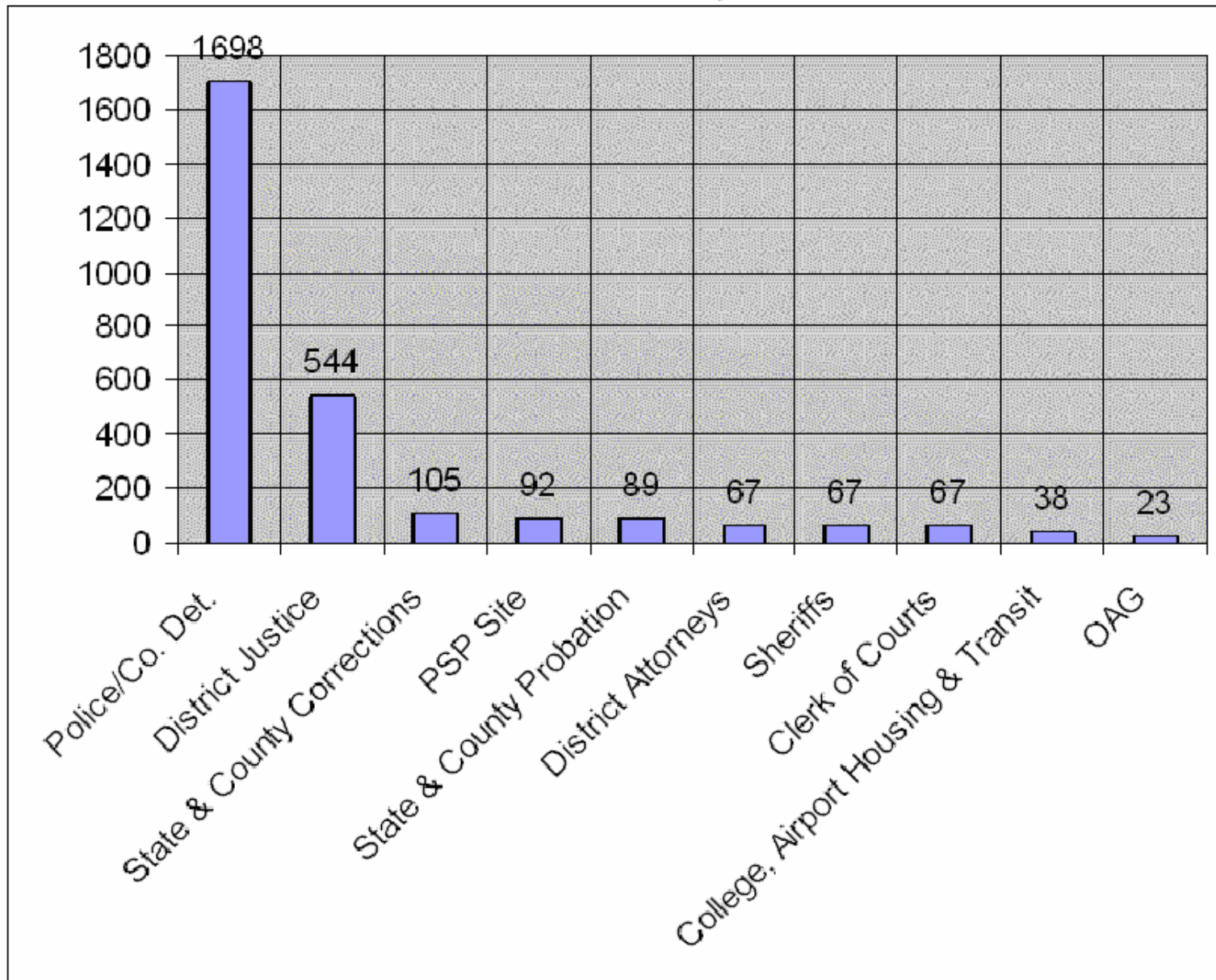


Chart 1

CRIMINAL HISTORY RECORD INFORMATION

* 18 Pa. C.S.A. § 9102 CHRIA

Section 9102: Information collected by Criminal Justice Agencies concerning individuals at the initiation of a criminal proceeding

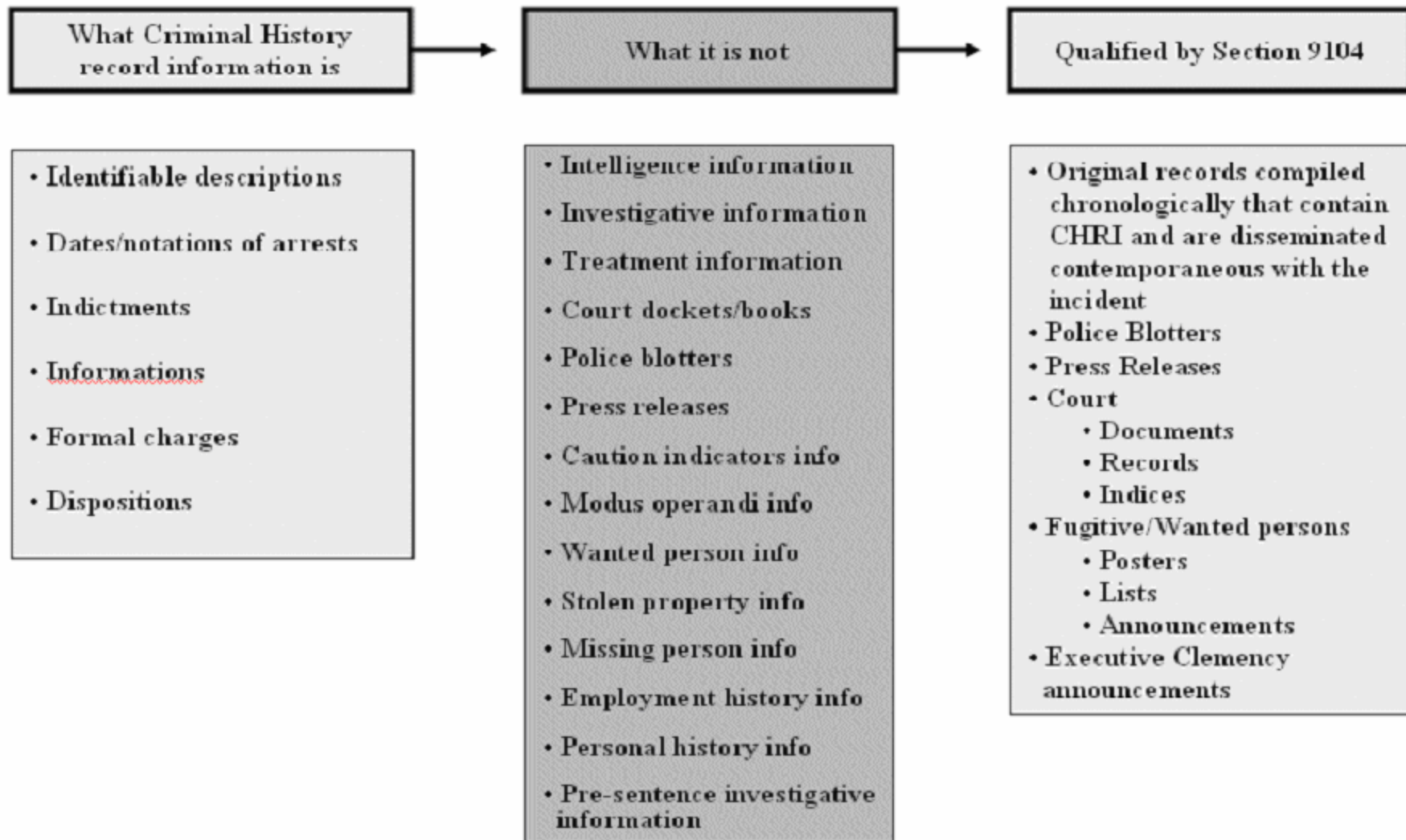


Chart 2

COLLECTION OF PROTECTED INFORMATION

* 18 Pa. C.S.A. § 9106 CHRIA

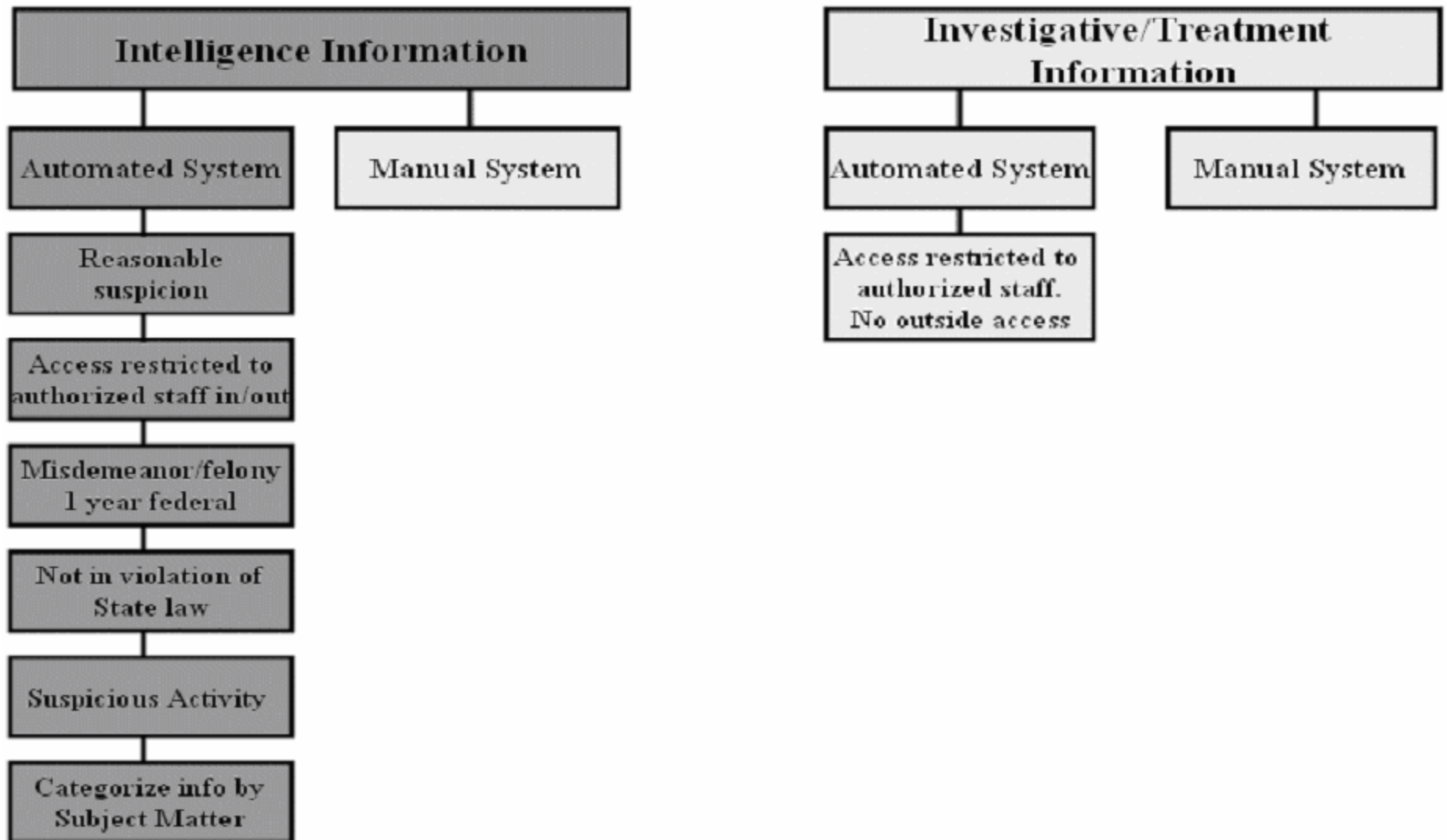


Chart 3

DISSEMINATION OF PROTECTED INFORMATION

* 18 Pa. C.S.A. § 9106 CHRIA

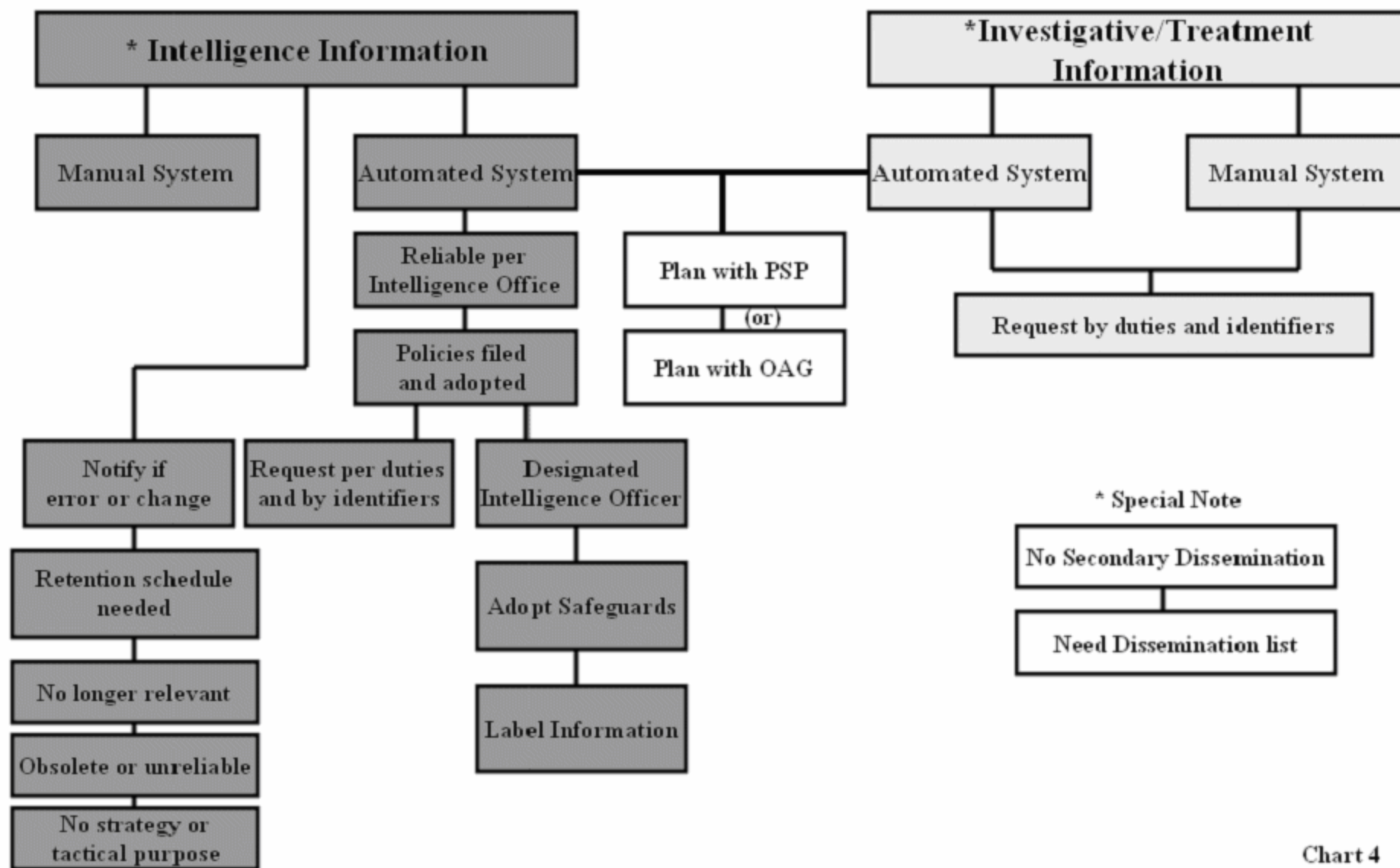


Chart 4

SECURITY OF PROTECTED INFORMATION

* 18 Pa. C.S.A. § 9106 & § 9131 CHRIA

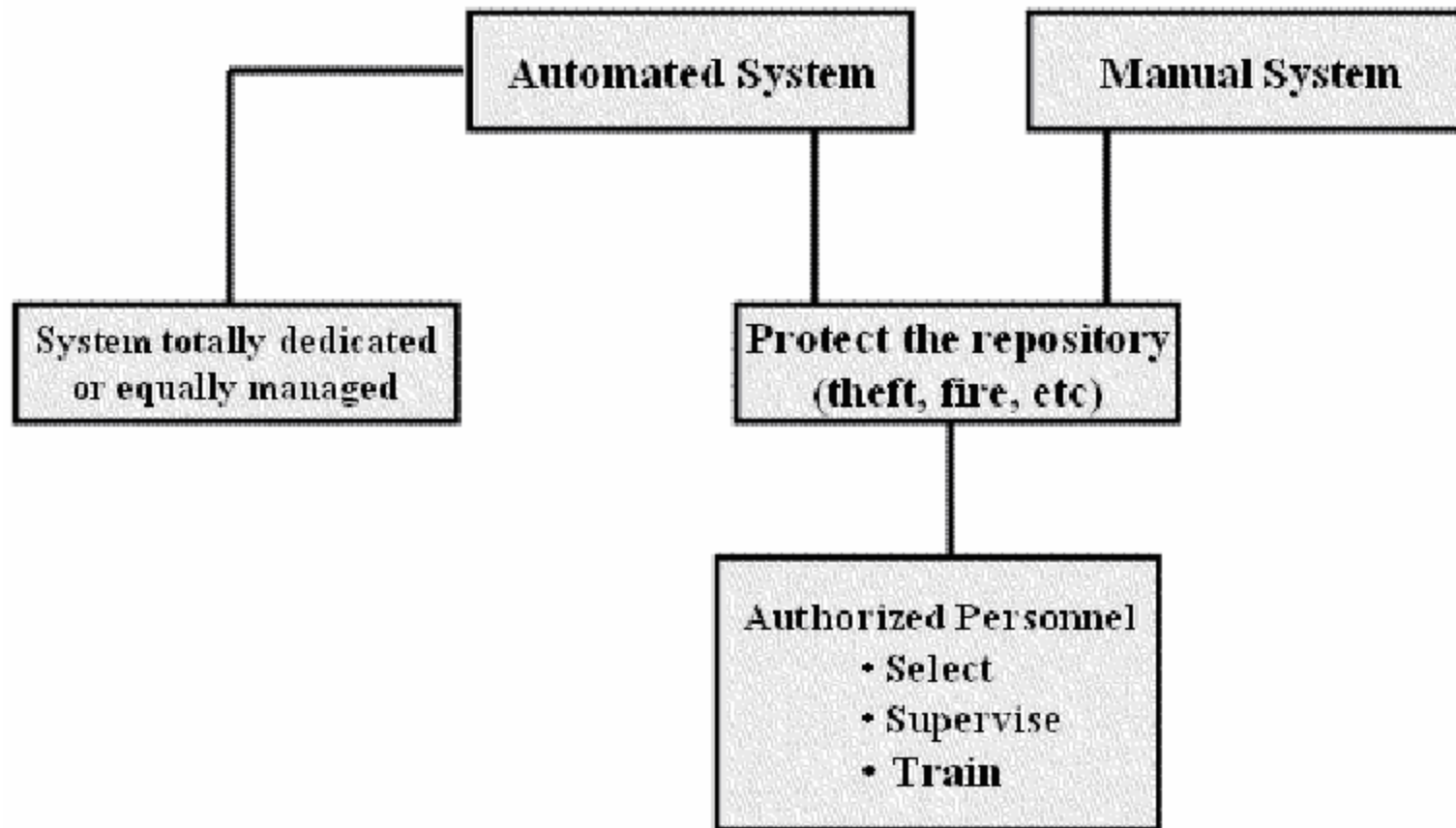


Chart 5

THE FINGERPRINT PROCESS

* 18 Pa. C.S.A. § 9112 CHRIA

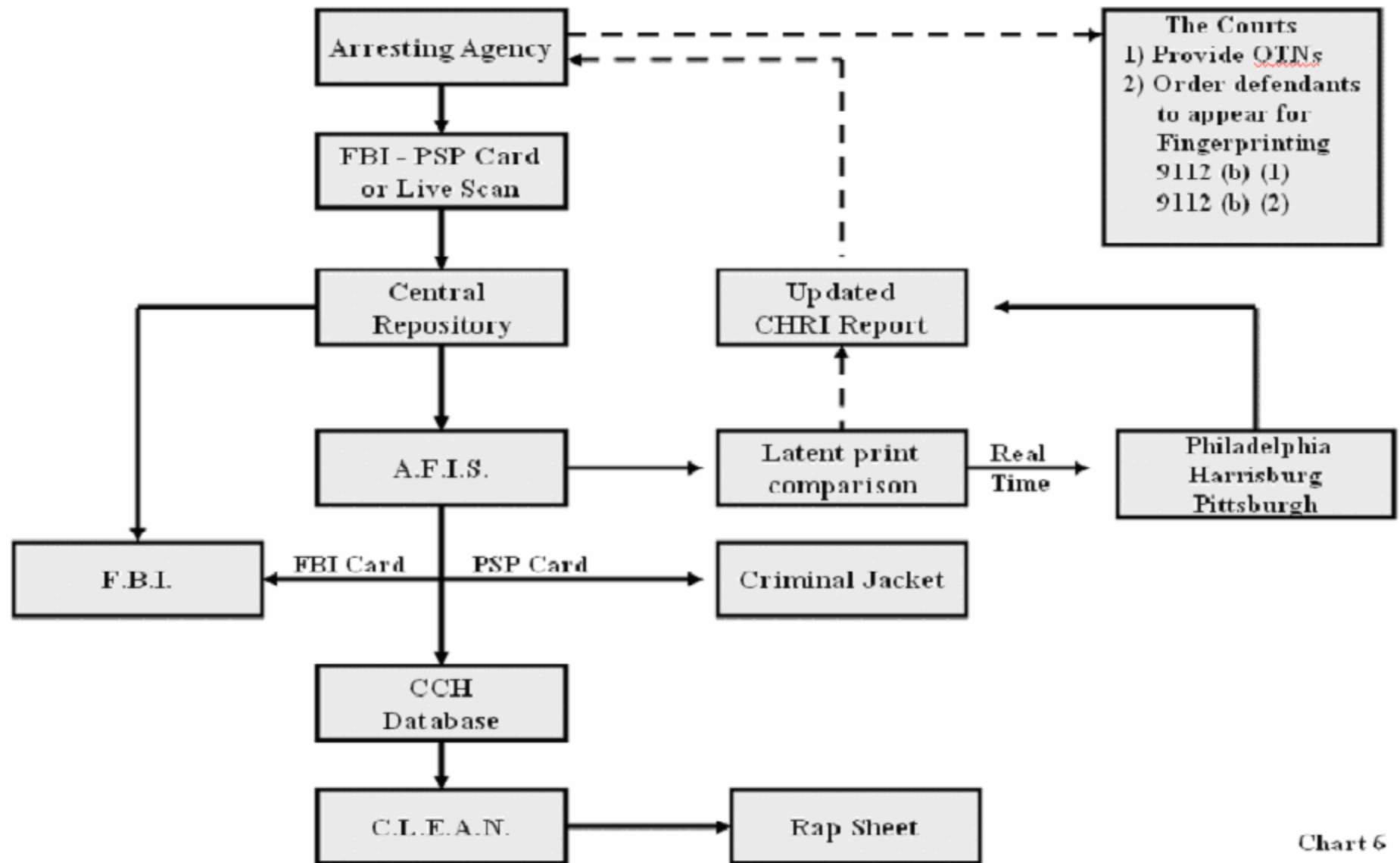


Chart 6

FINAL DISPOSITION

* 18 Pa. C.S.A. § 9113 CHRIA

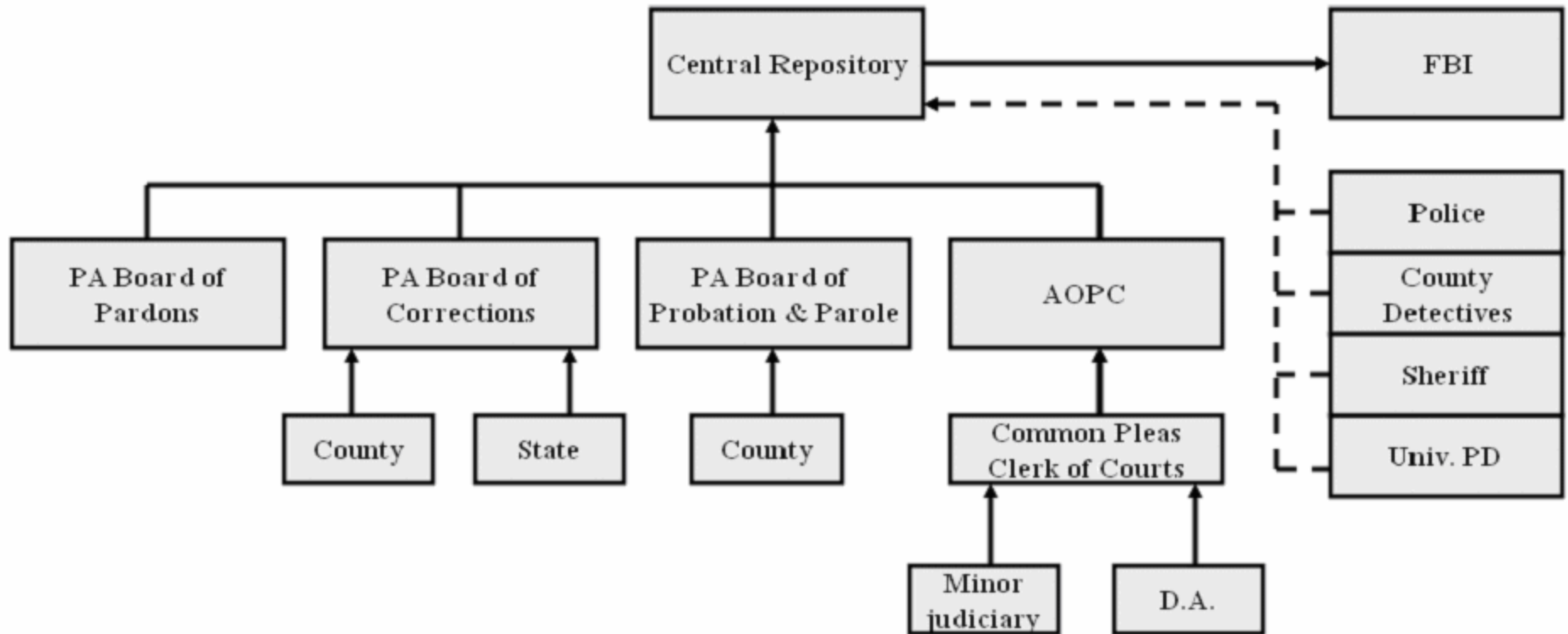
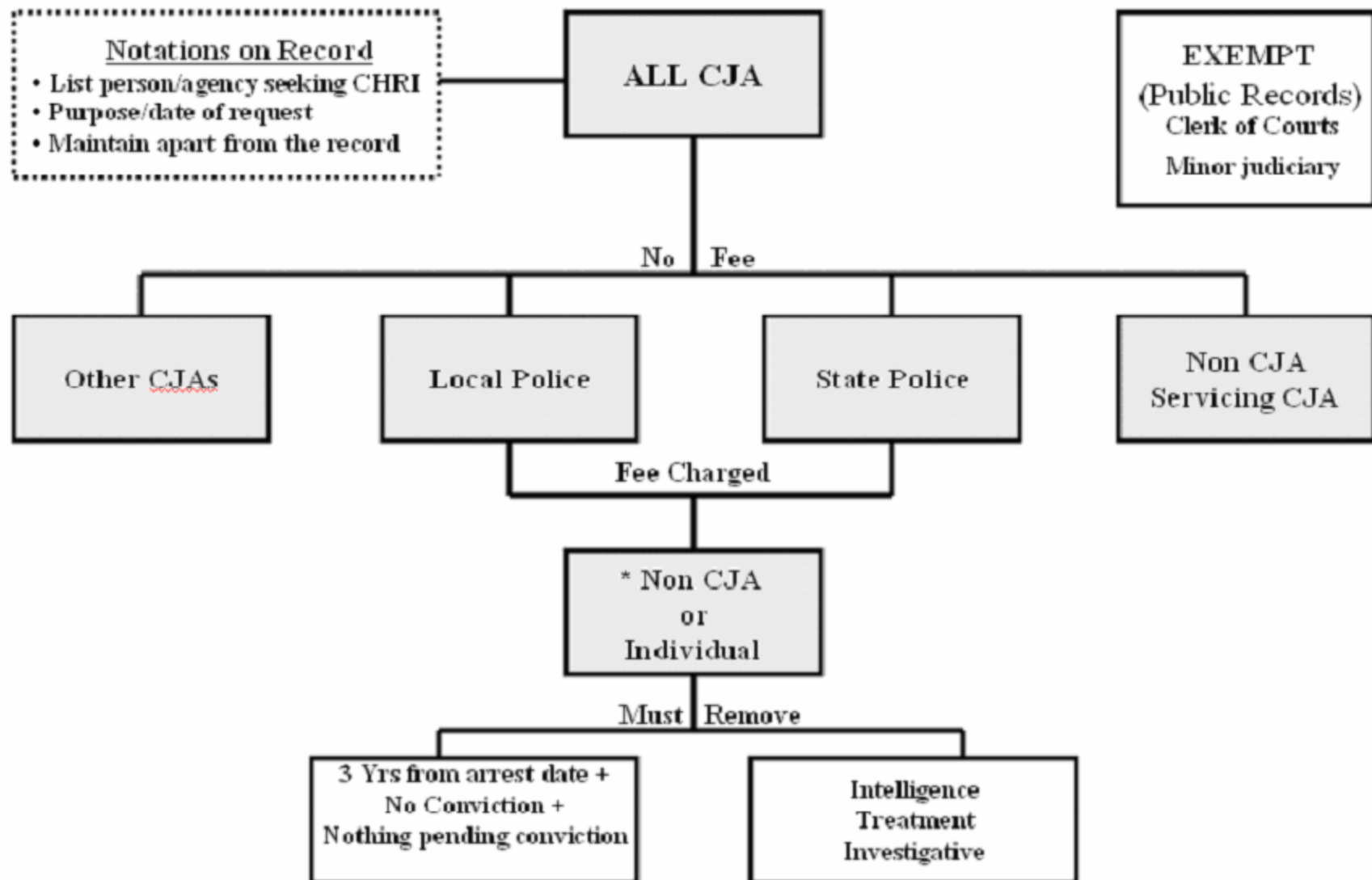


Chart 7

Dissemination of CHRI

* 18 Pa. C.S.A. § 9121 CHRIA



* You must indicate that the CHRI is only that information contained within your files, the date of the last entry, and that they can obtain a statewide CHRI report from the Central Repository

Chart 8

EXPUNGEMENTS

* 18 Pa. C.S.A. § 9122 CHRIA

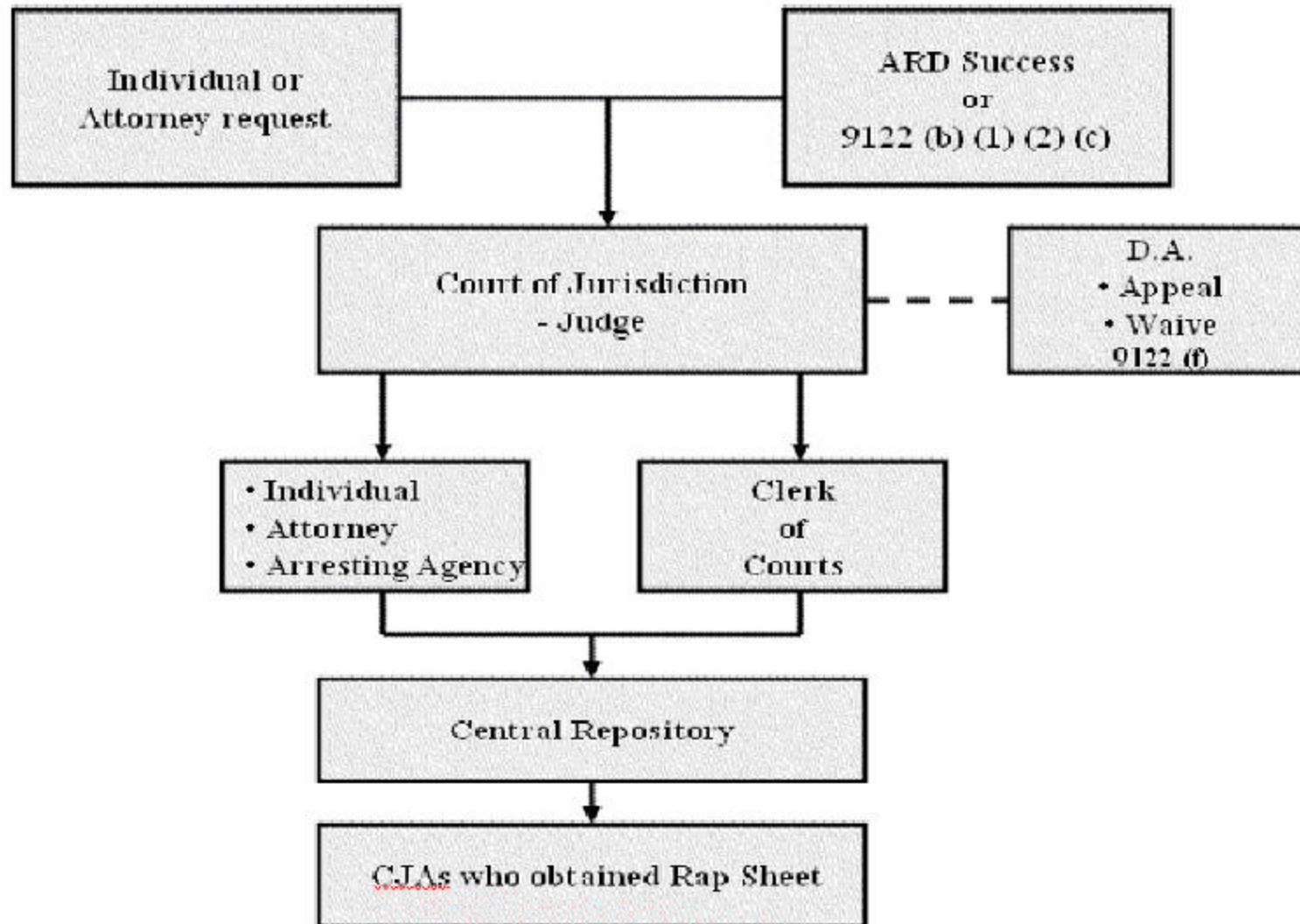


Chart 9

SAMPLE POLICY AND PROCEDURES FOR DISSEMINATION OF PROTECTED INFORMATION REQUIRED BY 18 PA. C.S.A. § 9106(C)(5) OR (6)

I. PURPOSE:

The purpose of this directive is to establish policy guidelines of the _____ (name of agency) _____ which will enable this department to gather, disseminate, and receive intelligence, investigative and treatment data from other conforming criminal justice agencies. This data being classified as "protected information" by 18 Pa. C.S.A. § 9106.

II. POLICY

It is the policy of _____ (name of agency) _____ to conform to the mandates of the Criminal History Record Information Act 18 Pa. C.S.A. § 9101 et seq. (CHRIA).

III. DEFINITIONS:

Automated Systems - A computer or other internally programmed device capable of automatically accepting and processing data, including computer programs, data communication links, input and output data and data storage devices.

Criminal Justice Agency - A court, including the minor judiciary, with criminal jurisdiction or any other governmental agency, or sub-unit thereof, created by statute or by the State or Federal constitutions, specifically authorized to perform as its principal function the administration of criminal justice, and which allocates a substantial portion of its annual budget to such function. Criminal justice agencies include, but are not limited to: organized State and municipal police departments, local detention facilities, county, regional and State correctional facilities, probation agencies, district or prosecuting attorneys, parole boards, pardon boards and such agencies or subunits thereof, as are declared by the Attorney General to be criminal justice agencies as determined by a review of applicable statutes and the State and Federal constitutions or both.

Protected information - Protected Information includes three types of information - - Intelligence Information, Investigative Information and Treatment Information. Refer to these definitions.

Intelligence information - Information concerning the habits, practices, characteristics, possessions, associations or financial status of any individual compiled in an effort to anticipate, prevent, monitor, investigate or prosecute criminal activity. Notwithstanding the definition of "treatment information" contained in this section, intelligence information may include information on prescribing, dispensing, selling, obtaining or using a controlled substance as defined in the act of April 14, 1972 (P.L. 233, No. 64), known as the Controlled Substance Drug Device and Cosmetic Act.

Investigative information - Information assembled as a result of the performance of any inquiry, formal or informal, into a criminal incident or an allegation of criminal wrongdoing and may include modus operandi information.

Treatment information - Information concerning medical, psychiatric, psychological or other rehabilitative treatment provided, suggested or prescribed for any individual charged with or convicted of a crime.

Repository - Any location in which criminal history record information is collected, compiled, maintained and disseminated by a criminal justice agency.

Central Repository - The central location for the collection, compilation, maintenance and dissemination of criminal history record information by the Pennsylvania State Police.

Criminal History Record Information - Information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments,

informations or other formal criminal charges and any dispositions arising therefrom. The term does not include intelligence information, investigative information or treatment information, including medical and psychological information, or information and records specified in Section 9104 (relating to scope).

IV. PROCEDURES:

Intelligence Officer - The _____ (name of officer) will be designated as the intelligence officer and will be responsible for the classification, computerization and dissemination of all "protected information" classified in CHRIA. He may designate other members of the department to perform this duty on an as needed basis upon approval of the Chief of Police.

Collection of protected information - The department will collect protective information in its automated system only when the following conditions are met:

The information concerns an individual or group which it reasonably suspects of criminal activity.

The information is related to criminal activity that would give rise to prosecution for a state offense graded a misdemeanor or felony or for a Federal offense for which a penalty is imprisonment for more than one year.

The information is categorized based upon subject matter.

The information does not concern participation in a political, religious or social organization, or in the organization or support of a nonviolent demonstration, assembly, protest, rally or similar form of public speech, unless there is a reasonable suspicion that the participation by the subject of the information is related to criminal activity or prison rule violation.

Protected information will not be collected for, or transferred to the central repository maintained by the Pennsylvania State Police.

Security of Protected Information - The confidentiality of protected information will be provided for and securely maintained by:

Following department physical plant/maintenance policy to reasonably protect repository from theft, sabotage and man-made or natural disasters.

Properly selecting, supervising, and training personnel authorized to have access to protected information.

Insure that, where computerized data processing is employed, the equipment utilized for maintaining intelligence information, investigative information or treatment information is dedicated solely to purposes related to the administration of criminal justice. If the equipment is not used solely for the administration of criminal justice, the criminal justice agency is accorded equal management participation in computer operations used to maintain the intelligence information, investigative information or treatment information.

Insuring that only those authorized to access protected information are electronically coded or otherwise designated to enter the automated system. A copy of the authorization list will be maintained by the intelligence officer.

Three different levels of storage of protected information will be established for reliability and sensitivity:

Level I - Will include all information that has been received from a reliable source and is substantiated.

Level II - Will include all information that has been received from a reliable source but is unsubstantiated.

Level III - Will include all information that has been received from an unreliable source and is not and cannot be substantiated.

Dissemination of Protected Information - This department's intelligence office may only disseminate protected information if the following conditions are met:

The requesting criminal justice agency must certify that it has adopted policies and procedures consistent with this Act. This may be a verbal certification, if agency is known to intelligence officer. In the event the agency is unknown then a signed statement of certification will be required before release of information (See Attachment 2).

The intelligence officer records on the designated form the pertinent information for a proper audit trail of disseminated protected information. This record is to be maintained separate from the individual's file (See Attachment 3).

The protected information has been determined to be reliable.

The requesting criminal justice agency justifies its request based on name, fingerprints, modus operandi, genetic typing, voice print or other identifying characteristic.

The intelligence officer lists on the Dissemination Log: the date, purpose and agency requesting the information.

In the event the intelligence officer becomes aware of/by any means that previously disseminated information is misleading, obsolete, and/or unreliable, the information is to be corrected and the recipient agencies notified of the change within a reasonable time period.

Protected information in department's possession but which was not obtained through our sources may not be disseminated to another agency except if requesting agency and our department are investigating or prosecuting a criminal matter jointly. The intelligence officer must, however, refer requesting agency to the agency which was the source of the information.

This department's intelligence officer, when requesting protected information from another agency, must certify in writing that this department complies with CHRIA (See Attachment 2).

Retention of Records - Department's protected information will be maintained and will be purged only with the written approval from the Chief of Police and only under the following conditions.

The data is no longer relevant or necessary to meet the goals and objectives of this agency.

The data is obsolete making it unreliable for present purposes and updating it would be worthless.

The data cannot be used for strategic or tactical purposes associated with the duties of this agency.

**SAMPLE DISSEMINATION REQUEST
FOR PROTECTED INFORMATION**

The _____ (name of agency) _____ is hereby requesting protected information on:

Name

Additional Information/Purpose

We further state that the _____ (name of agency) _____ is an approved agency under Chapter 91 § 9106(c)(i)(ii).

Name Rank

Date

**SAMPLE RECORD
DISSEMINATION LOG**

Information Disseminated To:

DATE	AGENCY/DEPARTMENT REQUESTING OFFICER	AGENCY CASE NUMBER	RELEASED BY:

SAMPLE CRIMINAL HISTORY RECORD INFORMATION

NOTICE OF DISSEMINATION

DATE OF DISSEMINATION: _____ CASE/FILE/INCIDENT NUMBER: _____

PERSON DISSEMINATING CHRI: _____

SUBJECT: _____

CHRI RELEASED: _____

DATE OF LAST ENTRY: _____

PERSON/AGENCY REQUESTING INFORMATION: _____

The above Criminal History Record Information is only that which is contained within the files of this Agency. A summary of state-wide Criminal History Record Information may be obtained from:

The Pennsylvania State Police

Record & Identification Division

Bureau of Records and Information Services

1800 Elmerton Avenue

Harrisburg, Pennsylvania 17110

SAMPLE PUBLIC NOTICE

THE ____ (NAME AND ADDRESS OF AGENCY) ____ MAINTAINS CRIMINAL HISTORY RECORD INFORMATION ON ALL INDIVIDUALS WHO HAVE BEEN ARRESTED FOR A CRIME AND SUBSEQUENTLY FINGERPRINTED AS A RESULT OF SUCH ARREST.

CRIMINAL HISTORY RECORD INFORMATION IS MAINTAINED TO PROVIDE CRIMINAL JUSTICE AGENCIES AND OTHER INTERESTED PERSONS WITH A CHRONOLOGICAL LISTING OF PAST CRIMINAL BEHAVIOR OF PERSONS FINGERPRINTED AS A RESULT OF AN ARREST.

CRIMINAL HISTORY RECORD INFORMATION IS USED BY CRIMINAL JUSTICE AGENCIES AS AN INVESTIGATIVE AID IN CRIMINAL INVESTIGATIONS.

CRIMINAL HISTORY RECORD INFORMATION MAY BE USED BY EMPLOYERS IN DETERMINING THE SUITABILITY OF APPLICANTS.

CRIMINAL HISTORY RECORD INFORMATION MAY BE USED BY BOARDS, COMMISSIONS OR DEPARTMENTS OF THE COMMONWEALTH AUTHORIZED TO LICENSE, CERTIFY, REGISTER OR PERMIT THE PRACTICE OF TRADES, OCCUPATIONS OR PROFESSIONS.

CRIMINAL HISTORY RECORD INFORMATION MAY ALSO BE REVIEWED BY THE SUBJECT OF SUCH INFORMATION TO DETERMINE COMPLETENESS AND ACCURACY.

TO OBTAIN A COPY OF CRIMINAL HISTORY RECORD INFORMATION MAINTAINED BY ____ (NAME OF AGENCY) ____ YOU MUST:

- (1) COMPLETE THE REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION, IN DUPLICATE.
- (2) ATTACH A CHECK OR MONEY ORDER IN THE AMOUNT OF ____ PAYABLE TO THE ____ (AGENCY) WHEN THE REQUEST IS MADE BY A NON-CRIMINAL JUSTICE AGENCY OR INDIVIDUAL.
- (3) PROVIDE APPROPRIATE IDENTIFICATION.

THE COURTS

Title 234 - RULES OF CRIMINAL PROCEDURE PART II. LOCAL AND MINOR RULES [234 PA. CODE CH. 9000]

Order Promulgating New Rule 9017 Providing for the Minimum Contents of an Order for Expungement; No. 165; Criminal Procedural Rules Doc. No. 2

The Criminal Procedural Rules Committee prepared a Report explaining new Rules of Criminal Procedure 9017 which provides for the minimum contents of an order for expungement. The Report appears below after the Court's Order.

ORDER

Per Curiam:

Now, this 24th day of February, 1993, upon the recommendation of the Criminal Procedural Rules Committee, and this proposal having been submitted to the Court for final action without republication pursuant to Pa.R.J.A. 103 (a)(3), with a Report to be published with this Order;

It Is Ordered, pursuant to Article V. Section 10 of the Constitution of Pennsylvania, that new Pa.R.Crim.P. 9017 is hereby promulgated in the following form.

This Order shall be processed in accordance with Pa.R.J.A. 103(b) and shall be effective July 1, 1993.

Annex A TITLE 234. RULES OF CRIMINAL PROCEDURE PART II. LOCAL AND MINOR RULES CHAPTER 9000. GENERAL PROVISIONS

Rule 9017. Contents of Order for
Expungement.

Every order for expungement shall include:

- (1) the defendant's name, date of birth, and social security number;
- (2) the OTN;
- (3) the district justice docket number and the magisterial

Material added to an existing rule is printed in bold face and material deleted from such a rule is enclosed in brackets [] and printed in bold face. Completely rewritten rules appear in ordinary style type.
--

- district number, or the Municipal Court docket number;
- (4) the court of common pleas docket number, if any;
- (5) the specific charges, as they appear on the charging document, to be expunged;
- (6) the date of arrest and the criminal justice agency which made the arrest;
- (7) the disposition;
- (8) the reason for expungement; and
- (9) the criminal justice agencies upon which certified copies of the order shall be served.

Official Note: Adopted February 24, 1993, effective July 1, 1993.

Comment

This rule sets forth the information that must be included in every expungement order, but is not intended to be an exclusive list.

When a summons instead of an arrest warrant is issued pursuant to Rule 102, the date of the summons constitutes the "date of arrest" for purposes of paragraph (6).

For purposes of this rule, "criminal justice agency" includes police departments, county detectives, and other law enforcement agencies. See also 18 Pa. C.S.A. § 9102.

The "reason for expungement" in paragraph (8) means, for example, acquittal, successful completion of ARD, or age.

Committee Explanatory Reports: Report explaining the provisions of the new rule published with the Court's Order at 23 Pa.B. 1134 (March 13, 1993).

REPORT

New Rule of Criminal Procedure 9017
(Contents of Order for Expungement)

Introduction

On February 24, 1993, the Court adopted the Criminal Procedural Rules Committee's proposal for new Rule 9017 (Contents of Order for Expungements), effective July 1, 1993. This new rule provides for the minimum contents of an order.

for expungement.

The following Report highlights some of the Committee's considerations that formed the basis for the new rule. As such, this Report should not be confused with the official Committee Comment which follows the new rule and which is intended as an accompanying and permanent Comment to it. It should also be noted that the Supreme court adopted the new rule only, and not the Committee's Comment or the content of this Report.

The complete text of the new rule immediately follows the Court's Order which precedes this Report.

This proposal was submitted to the Court for final action without prepublication pursuant to Pa.R.J.A. 103(a)(3).

THE COURTS 1135 Background

In 1992, representatives of the State Police, the Administrative Office of Pennsylvania Courts, and Committee Staff met to discuss the need for requiring the use of a uniform form of expungement order. After reviewing the issues raised in this discussion, the Criminal Procedural Rules Committee recommended that the Court adopt a rule requiring the minimum contents of an order for expungement. This new rule is necessary to ensure that all orders for expungement contain the information needed by the State Police Central Repository and other criminal justice agencies to promptly and accurately comply with the expungement order and with the requirements of the Criminal History Record Information Act (CHRIA).

Under present practice, the expungement orders vary significantly from judicial district to judicial district and from judge to judge. Furthermore, expungement orders are frequently incomplete, especially as to the type of identifying information included in the orders. These variations make it difficult, if not impossible in some cases, for the criminal justice agencies charged with the responsibility for expunging records to expeditiously do so.

Discussion Contents of Rule

The new rule is very general, and provides the mandatory contents that must be included in every order for expungement. The Committee agreed to make the new rule a content rule only, so that the specific form of the order could be determined by the individual judges or judicial districts. The Comment explains that the list of required contents is not intended to be exclusive. We did not want to preclude judges from adding information which they conclude is necessary for expungement matters in their respective judicial districts or relative to a specific defendant.

The mandated information includes:

(1) the identifiers which are uniformly used statewide, including:

At this meeting, we discussed having the AOPC design a form order that could be published with a directive from the Court Administrator that it be used in all cases in which expungement is requested, but the consensus was that a Rule of Criminal Procedure would result in the most compliance.

- (a) the defendant's name, date of birth, and social security number;
- (b) the offense tracking number (OTN), and
- (c) the docket numbers;

(2) the information which is required by the Criminal History Record Information Act, 18 Pa. C.S. § 9122, including:

- (a) the charges,
- (b) the date of arrest,
- (c) the disposition, and
- (d) the reason for expungement; and

(3) a list of the criminal justice agencies upon which certified copies of the order are to be served.

The Comment points out that "criminal justice agency" as used in Rule 9017(9) includes police departments, county detectives, and other law enforcement agencies.

The Comment includes several clarifying provisions. First, the Committee was concerned that “date of arrest” could be misconstrued when a case was instituted by the issuance of a summons rather than by an arrest. To avoid this, we added an explanation that the date the summons issued is considered the date of arrest for purposes of paragraph (6). Another definitional concern was how “reason for the expungement” in paragraph (8) would be interpreted. As an aid to the bench and bar, examples of what “reason for expungement” means, such as acquittal, successful completion of ARD, or age, are included in the Comment.

Placement

Since the expungement order will be used for all types of expungements, the new rule appears in the General Provisions Chapter of the Rules (Chapter 9000).

By the Criminal Procedural Rules Committee

WILLIAM F. MANIFESTO,

Chairman

(Pa.B. Doc. No. 93-484. Filed for public inspection March 12, 1993, 9:00 a.m.)

CRIMINAL SANCTIONS

CHAPTER 39 THEFT AND RELATED OFFENSE

§ 3933. Unlawful use of computer

(a) Offense defined. -A person commits an offense of unlawful use of a computer if he, whether in person, electronically or through the intentional distribution of a computer virus:

(1) accesses, exceeds authorization to access, alters, damages or destroys any computer, computer system, computer network, computer software, computer program or data base or any part thereof, with the intent:

(i) to interrupt the normal functioning of an organization; or

(ii) to devise or execute any scheme or artifice to defraud, deceive or control property or services by means of false or fraudulent pretenses, representations or promises;

(2) intentionally and without authorization accesses, alter, interferes with the operation of, damages or destroys any computer, computer system, computer network, computer software, computer program or computer data base or any part thereof;

(3) intentionally or knowingly and without authorization gives or publishes a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or data base; or

(4) intentionally or knowingly engages in a scheme or artifice, including, but not limited to, a denial of service attack, upon any computer, computer system, computer network, computer software, computer program, computer server or data base or any part thereof that is designed to block, impede or deny the access of information or initiation or completion of any sale or transaction by users of that computer, computer system, computer network, computer software, computer program, computer server or data base or any part thereof.

(b) Grading. -An offense under subsection (a)(1) is a felony of the third degree. An offense under subsection (a)(2), (3) or (4) is a misdemeanor of the first degree.

(c) Definitions. -As used in this section the following words and phrases shall have the meanings given to them in this subsection:

"Access." To intercept, instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, computer network or data base.

"Computer." An electronic, magnetic, optical, hydraulic, organic or other high speed data processing device or system which performs logic, arithmetic or memory functions and includes all input, output, processing, storage, software or communication facilities which are connected or related to the device in a system or network.

"Computer network." The interconnection of two or more computers through the usage of satellite, microwave, line or other communication medium.

"Computer program." An ordered set of instructions or statements and related data that, when automatically executed in actual or modified form in a computer system, causes it to perform specified functions.

"Computer software." A set of computer programs, procedures and associated documentation concerned with the operation of a computer system.

"Computer system." A set of related, connected or unconnected computer equipment, devices and software.

"Computer virus." A computer program copied to or installed on a computer, computer network, computer program, computer software or computer system without the informed consent of the owner of the computer, computer network, computer program, computer software or computer system that may replicate itself and that causes unauthorized activities within or by the computer, computer network, computer program, computer software or computer system.

“Data base.” A representation of information, knowledge, facts, concepts or instructions which are being prepared or processed in a formalized manner and are intended for use in a computer, computer system or computer network, including, but not limited to, computer printouts, magnetic storage media, punched cards or data stored internally in the memory of the computer.

“Financial instrument.” Includes, but is not limited to, any check, draft, warrant, money order, note, certificate of deposit, letter of credit, bill of exchange, credit or debit card, transaction authorization mechanism, marketable security or any computer system representation thereof.

“Property.” Includes, but is not limited to, financial instruments, computer software and programs in either machine or human readable form, and anything of value, tangible or intangible.

“Services.” Includes, but is not limited to, computer time, data processing And storage functions.

(d) Restitution.- Upon conviction under this section for the intentional distribution of a computer virus, the sentence shall include an order for the defendant to reimburse the victim for:

- (1) the cost of repairing or, if necessary, replacing the affected computer, computer system, computer network, computer software, computer program or data base;
- (2) lost profit for the period that the computer, computer system, computer network, computer software, computer program or data base is not usable; or
- (3) the cost of replacing or restoring the data lost or damaged as a result of a violation of this section.

1983, Dec. 2, P.L. 248, No. 67, § 1, effective in 60 days. Amended 1986, Dec. 11, P.L. 1517, No. 164, § 1, effective in 60 days; 2000, May 26, P.L. 127, No. 24, § 1, effective in 60 days.

CHAPTER 49*
FALSIFICATION AND INTIMIDATION

SUBCHAPTER A
PERJURY AND FALSIFICATION IN
OFFICIAL MATTERS

§ 4911. Tampering with Public Records or Information.

(a) Offense defined. -A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, any record, document or thing belonging to, or received or kept by, the government for information or record, or required by law to be kept by others for information of the government;
- (2) makes, presents or uses any record, document or thing knowing it to be false, and with intent that it be taken as a genuine part of information or records referred to in paragraph (a) of this subsection; or
- (3) intentionally and unlawfully destroys, conceals, removes or otherwise impairs the verity or availability of any such record, document or thing.

(b) Grading. - An offense under this section is a misdemeanor of the second degree unless the intent of the actor is to defraud or injure anyone, in which case the offense is a felony of the third degree.

1972, Dec. 6, P.L. 1482, No. 334, § 1, effective June 6, 1973.

CHAPTER 51
OBSTRUCTING GOVERNMENTAL
OPERATIONS

SUBCHAPTER A
DEFINITION OF OFFENSES GENERALLY

§ 5101. Obstructing Administration of Law or Other Governmental Functions.

A person commits a misdemeanor of the second degree if he intentionally obstructs, impairs or perverts the administration of law or other governmental function by force, violence, physical interference or obstacle, breach of official duty, or any other unlawful act, except that this section does not apply to flight by a person charged with crime, refusal to submit to arrest, failure to perform a legal duty other than an official duty, or any other means of avoiding compliance with law without affirmative interference with governmental functions.

1972, Dec. 6, P.L. 1482, No. 334, § 1, effective June 6, 1973.

CHAPTER 57 WIRETAPPING AND ELECTRONIC SURVEILLANCE

§ 5702. Definitions.

“Electronic communication.” Any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system, except:

- (1) Deleted.
- (2) Any wire or oral communication.
- (3) Any communication made through a tone-only paging device.
- (4) Any communication from a tracking device (as defined in this section).

§ 5741. Unlawful Access to Stored Communications.

(a) Offense.- Except as provided in subsection (c), it is an offense to obtain, alter or prevent authorized access to a wire or electronic communication while it is in electronic storage by intentionally:

- (1) accessing without authorization a facility through which an electronic communication service is provided; or
- (2) exceeding the scope of one’s authorization to access the facility.

(b) Penalty.-

(1) If the offense is committed for the purpose of commercial advantage, malicious destruction or damage, or private commercial gain, the offender shall be subject to:

- (i) a fine of not more than \$250,000 or imprisonment for not more than one year, or both, in the case of a first offense; or
- (ii) a fine of not more than \$250,000 or imprisonment for not more than two years, or both, for any subsequent offense.

(2) In any other case, the offender shall be subject to a fine of not more than \$5,000 or imprisonment for not more than six months, or both.

(c) Exceptions.- Subsection (a) of this section does not apply with respect to conduct authorized:

- (1) by the person or entity providing a wire or electronic communication service;
- (2) by a user of that service with respect to a communication of or intended for that user; or
- (3) in section 5743 (relating to requirements for governmental access) or 5744 (relating to backup preservation).

1988, Oct. 21, P.L. 1000, No. 115, § 8, imd. effective.

42 Pa. C.S.A.
Chapter 63
Juvenile Matters

§ 6307. Inspection of court files and records.

All files and records of the court in a proceeding under this chapter are open to inspection only by:

- (1) The judges, officers and professional staff of the court.
- (2) The parties to the proceeding and their counsel and representatives, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information contained in social reports, except at the discretion of the court.
- (3) A public or private agency or institution providing supervision or having custody of the child under order of the court.
- (4) A court and its probation and other officials or professional staff and the attorney for the defendant for use in preparing a presentence report in a criminal case in which the defendant is convicted and who prior thereto had been a party to a proceeding under this chapter.
- (5) A judge or issuing authority for use in determining bail, provided that such inspection is limited to orders of delinquency adjudications and dispositions and petitions relating thereto, orders resulting from disposition review hearings and histories of bench warrants and escapes.
- (6) The Administrative Office of Pennsylvania Courts.
- (7) With leave of court, any other person or agency or institution having a legitimate interest in the proceedings or in the work of the unified judicial system.

§ 6308. Law enforcement records

(a) General rule. - Law enforcement records and files concerning a child shall be kept separate from the records and files of arrests of adults. Unless a charge of delinquency is transferred for criminal prosecution under section 6355 (relating to transfer to criminal proceedings), the interest of national security requires, or the court otherwise orders in the interest of the child, the records and files shall not be open to public inspection or their contents disclosed to the public except as provided in subsection (b); but inspection of the records and files is permitted by:

- (1) The court having the child before it in any proceeding.
- (2) Counsel for a party to the proceeding.
- (3) The officers of institutions or agencies to whom the child is committed.
- (4) Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties.

(5) A court in which the child is convicted of a criminal offense for the purpose of a presentence report or other dispositional proceeding, or by officials of penal institutions and other penal facilities to which he is committed, or by a parole board in considering his parole or discharge or in exercising supervision over him.

(b) Public availability. --

(1) The contents of law enforcement records and files concerning a child shall not be disclosed to the public except if the child is 14 or more years of age at the time of the alleged conduct and if any of the following apply:

(i) The child has been adjudicated delinquent by a court as a result of an act or acts which include the elements of rape, kidnapping, murder, robbery, arson, burglary, violation of section 13(a)(30) of the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or other act involving the use of or threat of serious bodily harm.

(ii) A petition alleging delinquency has been filed by a law enforcement agency alleging that the child has committed an act or acts which include the elements of rape, kidnapping, murder, robbery, arson, burglary, violation of section 13(a)(30) of The Controlled Substance, Drug, Device and Cosmetic Act, or other act involving the use of or threat of serious bodily harm and the child previously has been adjudicated delinquent by a court as a result of an act or acts which included the elements of one or such crimes.

(2) If the conduct of the child meets the requirements for disclosure as set forth in paragraph (1), then the court or law enforcement agency, as the case may be, shall disclose the name, age and address of the child, the offenses charged and the disposition of the case. The master or judge who adjudicates a child delinquent shall specify the particular offenses and counts thereof which the child is found to have committed and such information shall be inserted on any law enforcement records or files disclosed to the public as provided for in this section.

(c) Fingerprints and photographs --

(1) Law enforcement officers shall have the authority to take or cause to be taken the fingerprints or photographs, or both, of any child who is alleged to have committed an act designated as a misdemeanor or felony under the laws of this Commonwealth or of another state if the act occurred in that state or under Federal law.

(2) Fingerprint and photographic records may be disseminated to law enforcement officers of other jurisdictions, the Pennsylvania State Police and the Federal Bureau of Investigation and may be used for investigative purposes.

(3) Fingerprints and photographic records of children shall be kept separately from adults and shall be immediately destroyed upon notice of the court as provided under section 6341(a) (relating to adjudication) by all persons and agencies having these records if the child is not adjudicated delinquent or not found guilty in a criminal proceeding for reason of the alleged acts.

(d) Pennsylvania State Policy Registry --

(1) The contents of law enforcement records and files concerning a child shall not be disclosed to the public except if the child is 14 years of age or older at the time of the alleged conduct and if any of the following apply:

(i) The child has been adjudicated delinquent by a court as a result of any offense enumerated in 18 Pa. C.S. § 6105 (relating to persons not to possess, use, manufacture, control, sell or transfer firearms).

(ii) A petition alleging delinquency has been filed by a law enforcement agency alleging that the child has committed any offense enumerated in 18 Pa. C.S. § 6105 and the child previously has been adjudicated delinquent by a court as a result of an act or acts which included the elements of one of such crimes.

§ 6309. Juvenile history record information

(a) Applicability of Criminal History Record Information Act. - Except for 18 Pa. C.S. § 9105 (relating to other criminal justice information), 9112(a) and (b) (relating to mandatory fingerprinting), 9113 (relating to disposition reporting by criminal justice agencies), and 9121(b) (relating to general regulations), the remaining provisions of 18 Pa. C.S. Ch. 91 (relating to criminal history record information) shall apply to all alleged delinquents whose fingerprints and photographs are taken pursuant to section 6308(c) (relating to law enforcement records) and to any juvenile justice agency which collects, maintains, disseminates or receives juvenile history record information. The disclosure to the public of the contents of law enforcement records and files concerning a child shall be governed by section 6308(b).

(b) Central repository - The Pennsylvania State Police shall establish a statewide central repository of fingerprints, photographs and juvenile history record information of alleged delinquents whose fingerprints and photographs are taken pursuant to section 6308(c).

(c) Fingerprints and photographs - The arresting authority shall ensure that the fingerprints and photographs of an alleged delinquent, whose fingerprints and photographs have been taken by an arresting authority, pursuant to section 6308(c) are forwarded to the central repository as required by the Pennsylvania State Police.

(d) Disposition reporting - The division or judge of the court assigned to conduct juvenile hearings shall, within seven days after disposition of a case where the child has been alleged to be delinquent, notify the arresting authority of the disposition of the case.

In addition, it shall collect and submit the disposition of cases resulting in adjudication of delinquency for inclusion in the central repository within 90 days of an adjudication of delinquency as required by the Juvenile Court Judges' Commission.

(e) Definitions - As used in this section the following words and phrases shall have the meanings given to them in this subsection.

"Criminal history record information." In addition to the meaning in 18 Pa. C.S. § 9102 (relating to definitions), the term includes the meaning of juvenile history record information as defined in this subsection.

"Juvenile history record information." Information collected pursuant to this section concerning alleged delinquents whose fingerprints and photographs are taken pursuant to section 6308(c) and arising from the filing of a petition of delinquency, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other delinquency charges and any adjudication of delinquency, informal adjustment, consent decree or preadjudication disposition other than dismissal arising therefrom. Juvenile history record information shall not include intelligence information, investigative information, treatment information, including medical and psychiatric information, caution indicator information, modus operandi information, wanted persons information, stolen property information, missing persons information, employment history information, personal history information or presentence investigation information.